**Tooling Transfer Checklist:**

**Contacts:**

Prior supplier key contacts (Management, Engineering, Tooling)

**Logistics**:

# Tools, weights, dimensions

Current Inventory Levels on each part

Desired buffer inventory prior to shipping

Priority list of parts to manufacture

Shipper

**Engineering**:

3D Part files, 2D prints, Gauge and Fixture prints

Tooling prints, 3D files, Tooling Manufacturer and Contacts

Master Sample Part

**Manufacturing/Quality**

BOM and Manufacturing Routing Sheet

Process Set up sheet

Quality Control Documents

Manufacturing Quality Audit Sheets

Quality records/ Reject History

Production Jigs and fixtures

Color suppliers and Standards